



## DIGITAL PRODUCT FORM

### INTRODUCTION

The Institute of Museum and Library Services (IMLS) is committed to expanding public access to digital products that are created using federal funds. This includes (1) digitized and born-digital content, resources, or assets; (2) software; and (3) research data (see below for more specific examples). Excluded are preliminary analyses, drafts of papers, plans for future research, peer-review assessments, and communications with colleagues.

The digital products you create with IMLS funding require effective stewardship to protect and enhance their value, and they should be freely and readily available for use and reuse by libraries, archives, museums, and the public. Because technology is dynamic and because we do not want to inhibit innovation, we do not want to prescribe set standards and practices that could become quickly outdated. Instead, we ask that you answer questions that address specific aspects of creating and managing digital products. Like all components of your IMLS application, your answers will be used by IMLS staff and by expert peer reviewers to evaluate your application, and they will be important in determining whether your project will be funded.

### INSTRUCTIONS

If you propose to create digital products in the course of your IMLS-funded project, you must first provide answers to the questions in **SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS**. Then consider which of the following types of digital products you will create in your project, and complete each section of the form that is applicable.

#### **SECTION II: DIGITAL CONTENT, RESOURCES, OR ASSETS**

Complete this section if your project will create digital content, resources, or assets. These include both digitized and born-digital products created by individuals, project teams, or through community gatherings during your project. Examples include, but are not limited to, still images, audio files, moving images, microfilm, object inventories, object catalogs, artworks, books, posters, curricula, field books, maps, notebooks, scientific labels, metadata schema, charts, tables, drawings, workflows, and teacher toolkits. Your project may involve making these materials available through public or access-controlled websites, kiosks, or live or recorded programs.

#### **SECTION III: SOFTWARE**

Complete this section if your project will create software, including any source code, algorithms, applications, and digital tools plus the accompanying documentation created by you during your project.

#### **SECTION IV: RESEARCH DATA**

Complete this section if your project will create research data, including recorded factual information and supporting documentation, commonly accepted as relevant to validating research findings and to supporting scholarly publications.

## SECTION I: INTELLECTUAL PROPERTY RIGHTS AND PERMISSIONS

**A.1** We expect applicants seeking federal funds for developing or creating digital products to release these files under open-source licenses to maximize access and promote reuse. What will be the intellectual property status of the digital products (i.e., digital content, resources, or assets; software; research data) you intend to create? What ownership rights will your organization assert over the files you intend to create, and what conditions will you impose on their access and use? Who will hold the copyright(s)? Explain and justify your licensing selections. Identify and explain the license under which you will release the files (e.g., a non-restrictive license such as BSD, GNU, MIT, Creative Commons licenses; RightsStatements.org statements). Explain and justify any prohibitive terms or conditions of use or access, and detail how you will notify potential users about relevant terms and conditions.

The products from the "School Librarians Facilitating the Success of English Language Learners" project will include a website that will contain a white paper and toolkit. While UNT will retain the copyright, the materials are intended to be fully accessible. Resulting materials will be disclosed to the UNT Research Commercial Agreements office as new intellectual property. That office will be able to issue a Creative Commons Attribution-Non-Commercial-No-Derivatives 4.0 International license once such intellectual property is assigned to UNT. This license will be displayed on resulting products and web pages. This license has been selected to acknowledge the work of the UNT departments while making the products easily accessible.

**A.2** What ownership rights will your organization assert over the new digital products and what conditions will you impose on access and use? Explain and justify any terms of access and conditions of use and detail how you will notify potential users about relevant terms or conditions.

UNT will retain the copyright for digital products produced hereunder with the intent on providing Creative Commons Attribution-Non-Commercial-No-Derivatives 4.0 International licenses for each work. The products from this grant will be freely available on the website created for the project. There will be no restrictions on the use of these products. Potential users will be notified of the accessibility and right to use the products on each product and on the website. An explanation of the Creative Commons Attribution-Non-Commercial-No-Derivatives 4.0 International license will appear on a page of the website describing user rights.

**A.3** If you will create any products that may involve privacy concerns, require obtaining permissions or rights, or raise any cultural sensitivities, describe the issues and how you plan to address them.

Registration will be required to access the white paper and survey results. Human subject best practices will be used for the registration pages and all data collected. The project team will request IRB approval before collecting data from participants. In addition, forum participants will be asked to sign release forms for photography and recording. They may have the option to decline permission. Only individuals that consent to photographs will be seen on the project website.

## SECTION II: DIGITAL CONTENT, RESOURCES, OR ASSETS

**A.1** Describe the digital content, resources, or assets you will create or collect, the quantities of each type, and the format(s) you will use.

This project will produce a website, digital toolkit, pictures of the forum, and a white paper.

**A.2** List the equipment, software, and supplies that you will use to create the digital content, resources, or assets, or the name of the service provider that will perform the work.

The project team will create the website with the assistance of the student assistant. UNT uses Drupal for its websites. it is freely available to the project team. The team will work with a translator, a technical writer, and the project evaluator Kavita Mittapalli (MN Associates) to create the content.

**A.3** List all the digital file formats (e.g., XML, TIFF, MPEG, OBJ, DOC, PDF) you plan to use. If digitizing content, describe the quality standards (e.g., resolution, sampling rate, pixel dimensions) you will use for the files you will create.

The website will be ADA compliant. The Co-Pi's will ask the advisory board to review the materials. Webinar participants will be asked for feedback on the website and white paper. Formats will include PDFs, XML, TIFF, and MPEG in standard screen resolution.

### Workflow and Asset Maintenance/Preservation

**B.1** Describe your quality control plan. How will you monitor and evaluate your workflow and products?

The Co-Pi's will use the World Wide Web Consortium (W3C) to design an ADA compliant website. The Co-Pi's will also work with the advisory board, forum participants, and stakeholders to design and receive feedback on the materials. A survey will be placed on the project website to collect feedback.

**B.2** Describe your plan for preserving and maintaining digital assets during and after the award period. Your plan should address storage systems, shared repositories, technical documentation, migration planning, and commitment of organizational funding for these purposes. Please note: You may charge the federal award before closeout for the costs of publication or sharing of research results if the costs are not incurred during the period of performance of the federal award (see 2 C.F.R. § 200.461).

A website will be created for the project. An archive of the website will be placed in the UNT Digital Library.

## Metadata

**C.1** Describe how you will produce any and all technical, descriptive, administrative, or preservation metadata or linked data. Specify which standards or data models you will use for the metadata structure (e.g., RDF, BIBFRAME, Dublin Core, Encoded Archival Description, PBCore, PREMIS) and metadata content (e.g., thesauri).

Not applicable for this project

**C.2** Explain your strategy for preserving and maintaining metadata created or collected during and after the award period of performance.

Not applicable for this project

**C.3** Explain what metadata sharing and/or other strategies you will use to facilitate widespread discovery and use of the digital content, resources, or assets created during your project (e.g., an API [Application Programming Interface], contributions to a digital platform, or other ways you might enable batch queries and retrieval of metadata).

Not applicable for this project

## Access and Use

**D.1** Describe how you will make the digital content, resources, or assets available to the public. Include details such as the delivery strategy (e.g., openly available online, available to specified audiences) and underlying hardware/software platforms and infrastructure (e.g., specific digital repository software or leased services, accessibility via standard web browsers, requirements for special software tools in order to use the content, delivery enabled by IIIF specifications).

The website containing the project materials will be free and openly accessible.

**D.2.** Provide the name(s) and URL(s) (Universal Resource Locator), DOI (Digital Object Identifier), or other persistent identifier for any examples of previous digital content, resources, or assets your organization has created.

none

## SECTION III: SOFTWARE

### General Information

**A.1** Describe the software you intend to create, including a summary of the major functions it will perform and the intended primary audience(s) it will serve.

Not applicable for this project

**A.2** List other existing software that wholly or partially performs the same or similar functions, and explain how the software you intend to create is different, and justify why those differences are significant and necessary.

Not applicable for this project

### Technical Information

**B.1** List the programming languages, platforms, frameworks, software, or other applications you will use to create your software and explain why you chose them.

Not applicable for this project

**B.2** Describe how the software you intend to create will extend or interoperate with relevant existing software.

Not applicable for this project

**B.3** Describe any underlying additional software or system dependencies necessary to run the software you intend to create.

Not applicable for this project

**B.4** Describe the processes you will use for development, documentation, and for maintaining and updating documentation for users of the software.

Not applicable for this project

**B.5** Provide the name(s), URL(s), and/or code repository locations for examples of any previous software your organization has created.

Not applicable for this project

## Access and Use

**C.1** Describe how you will make the software and source code available to the public and/or its intended users.

Not applicable for this project

**C.2** Identify where you will deposit the source code for the software you intend to develop:

Name of publicly accessible source code repository:

Not applicable for this project

URL:

Not applicable for this project

## SECTION IV: RESEARCH DATA

As part of the federal government's commitment to increase access to federally funded research data, Section IV represents the Data Management Plan (DMP) for research proposals and should reflect data management, dissemination, and preservation best practices in the applicant's area of research appropriate to the data that the project will generate.

**A.1** Identify the type(s) of data you plan to collect or generate, and the purpose or intended use(s) to which you expect them to be put. Describe the method(s) you will use, the proposed scope and scale, and the approximate dates or intervals at which you will collect or generate data.

The project team will ask forum participants to complete a short survey. After the forum, webinar participants will be asked to attend a followup session. Individuals will be asked to registrar to access the project materials on the website. A survey will be placed on the website for users to critique the website contents. The website will also have counters to determine how many times the website have been accessed. This data will be used to evaluate the project.



**A.2** Does the proposed data collection or research activity require approval by any internal review panel or institutional review board (IRB)? If so, has the proposed research activity been approved? If not, what is your plan for securing approval?

Yes, IRB approval is needed. The co-Pi's will request approval no later than one month after the project is approved to receive permission to do research before the forum starts.

**A.3** Will you collect any sensitive information? This may include personally identifiable information (PII), confidential information (e.g., trade secrets), or proprietary information. If so, detail the specific steps you will take to protect the information while you prepare it for public release (e.g., anonymizing individual identifiers, data aggregation). If the data will not be released publicly, explain why the data cannot be shared due to the protection of privacy, confidentiality, security, intellectual property, and other rights or requirements.

The surveys will collect names, email addresses, states, and the types of employment. After collection, the data will be anonymized, and participants will be assigned numbers. The data will be aggregated, and results will be reported as a group. The data will be stored on Daniella Smith's password-protected computer in her office at work. IRB protocols will be followed to protect the privacy of the participants. Those that want to access the project materials without registering on the website may contact the co-Pi's and request the resources.

**A.4** What technical (hardware and/or software) requirements or dependencies would be necessary for understanding retrieving, displaying, processing, or otherwise reusing the data?

Surveys will be collected using the software Qualtrics. SPSS will be used to process the data. The freely available Adobe Reader and a web browser such as Chrome, Safari, Firefox, or Internet Explorer will be needed to access the materials on the website.

**A.5** What documentation (e.g., consent agreements, data documentation, codebooks, metadata, and analytical and procedural information) will you capture or create along with the data? Where will the documentation be stored and in what format(s)? How will you permanently associate and manage the documentation with the data it describes to enable future reuse?

The results of the evaluation and recommendations will be shared in the white paper. The white paper will discuss the procedures for analyzing and collecting the data. The white paper will be placed in the UNT Digital Library for long-term documentation and to enable stakeholders and researchers to use materials in the future.

**A.6** What is your plan for managing, disseminating, and preserving data after the completion of the award-funded project?

The anonymized, aggregated data will be reported in the white paper. The white paper will be placed in the UNT Digital Library for long-term access and preservation.

**A.7** Identify where you will deposit the data:

Name of repository:

UNT Digital Library

URL:

<https://digital.library.unt.edu/>

**A.8** When and how frequently will you review this data management plan? How will the implementation be monitored?

The data management plan will be reviewed every six months. Applicable passwords will be changed at this time.